

## INVITATION LETTER

DATE

Honorable Gloria Molina  
Supervisor First District  
500 West Temple Street, Room 856  
Los Angeles, CA 90012

Dear Supervisor:

The Los Angeles County Commission for Women cordially invites you to attend our 28<sup>th</sup> Annual *Women of the Year* Awards Luncheon on **Monday, March 11, 2013** at **11:30 a.m.** in the Crystal Room of the Millennium Biltmore Hotel. We would be honored if you would present \_\_\_\_\_ with the First District Women of the Year Award during the program.

This luncheon, which also celebrates National Women's History Month, will give the opportunity to recognize and honor women throughout Los Angeles County who have worked to bring about social change promoting women's equality, served as role models for women, volunteered on behalf of women's issues and demonstrated outstanding performance within their professions to further advocate women's rights.

Please confirm your attendance by contacting Emma De Jesus of our Staff at (213) 974-1455 or via email at [edejesus@bos.lacounty.gov](mailto:edejesus@bos.lacounty.gov).

We truly appreciate your support of our Commission and hope that you will join us in celebrating the accomplishments of our awardees.

Very truly yours,

Veda E. Ward, Ph.D., President  
Commission for Women

Martha E. Escandón, M.B.A., Chair  
Awards Luncheon Committee

Enclosures

cc: DEPUTY

## CONGRATS LETTER

DATE

Name and address

Dear \_\_\_\_\_:

Congratulations! The Los Angeles County Board of Supervisors and Commission for Women has selected you as one of the award recipients for **28<sup>th</sup> Annual Women of the Year** Luncheon. We are very pleased that \_\_\_\_\_ submitted your nomination to our Commission. The Luncheon will be held on Monday, **March 11, 2013** at 11:30 a.m. at the Millennium Biltmore Hotel in Downtown Los Angeles.

For the past 27 years, the Commission has recognized women, who have worked to bring about social and economic change, served as outstanding role models for women, worked on behalf of women's issues and demonstrated outstanding performance within their professions to further advocate women's rights. We salute you for having contributed toward improving the quality of life for all women.

With the compliments of the Commission, lunch will be provided for you and a guest. We also encourage you to prepare a guest list of family and friends to help the Commission honor you as you receive this prestigious award. Upon receipt of your guest list, our staff will be happy to mail luncheon invitations for you. Your list may be e-mailed to [LACCW@bos.lacounty.gov](mailto:LACCW@bos.lacounty.gov). The luncheon tickets are \$90 per person, and distribution of invitations will begin in January 2012.

The *Women of the Year* Souvenir Journal is a keepsake of your special day and we extend the opportunity for your guest and/or sponsor to purchase a congratulatory ad in your honor (price list for ads, save the date flyer, and a sample journal enclosed). Please submit your **photo** as soon as possible for this year's journal. We have already received a copy of your bio.

We look forward to seeing you on March 11, 2013. Again, congratulations on this very special recognition. If you have any questions, please call staff member Emma De Jesus at (213) 974-1455.

Sincerely,

Veda E. Ward, Ph.D., President  
Commission for Women

Martha E. Escandón, M.B.A., Chair  
Awards Luncheon Committee

Enclosures